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MAR 31 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed CIA Regulation [REDACTED] "CIA Career Service Program", attached.

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1. The responsibility of the Deputy Director (Administration) through the Assistant Director (Personnel) includes formulating and recommending the issuance of policies, regulations, and standards which shall govern the administration of personnel throughout the Agency. The AD/P is charged with responsibility for advising and assisting administrative and operating officials on all matters of personnel administration, and for providing staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board. As only one part of the staff assistance which the Personnel Office provides in connection with the Career Service Program, the Career Development Staff of the Personnel Office serves as secretariat of the CIA Career Service Board and the Chief, Career Development Staff, serves as the Executive Secretary of the Board.

2. All resources of the Personnel Office are available in connection with administering the Career Service Program. In an effort to further strengthen and coordinate better the activities of the Career Development Staff with the research, procedures and planning group of the Personnel Office, plans are being made to consolidate these two activities into one integrated unit. We feel this will add immeasurably to the effectiveness of the Personnel Office effort in implementing the Career Service Program. It will eliminate the present overlapping and duplication of having two groups each responsible for certain aspects of the total personnel planning job. Other consolidations are also contemplated in the Personnel Office structure which are directed at a better coordination of our total effort.

3. It is believed that the functions of the Secretariat of the CIA Career Service Board as presented in the attached proposed regulation should be revised to indicate more specifically the secretarial and administrative nature of its functions, and to make clear that technical services which it offers to the Board are an integral part of the specialized services offered by the Personnel Office. A proposed revision of the statements of the functions of the Secretariat is attached.

4. At the time the Personnel Office originally concurred in the draft of the proposed regulation and at the time the CIA Career Service Board approved it with certain editorial and technical changes, the planning for a reorganization of the Personnel Office had not resulted

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in the structure now believed desirable. We believe the modifications recommended are within the spirit and intent of the regulation as originally proposed. Unless you feel the CIA Career Service Board should again review the proposed regulation as modified, I recommend its publication at the earliest possible date.

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Assistant Director (Personnel)

- 2 Attachments
1-Proposed Regulation
2-Proposed Amendment

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